

## Person Specification

### Post: Attendance Officer

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade C or above in GCSE English and mathematics</li> <li>• NVQ Level 2 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant further or higher education / training</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Values driven</li> <li>• Working in a similar role or in an administrative / office-based role</li> <li>• Use of data management system/s e.g. SIMS</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an inner-city area of high deprivation</li> <li>• Working in a school</li> <li>• Working with families</li> <li>• Providing administrative support to senior managers</li> <li>• Leading a team</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Microsoft Office, especially Excel and Word</li> <li>• Analytical thinker</li> <li>• Efficient administrator</li> <li>• Prioritise and work to deadlines</li> <li>• Maintain high levels of accuracy</li> <li>• Strong organisational skills</li> <li>• Effective communication</li> <li>• Maintain confidentiality and discretion at all times</li> <li>• Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of what makes a Dixons academy different and successful</li> <li>• Current school attendance legalisation and guidance</li> <li>• Work with different agencies to improve student attendance</li> <li>• Motivate and supervise others</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Strong moral purpose and drive for improvement</li> <li>• Mission-aligned</li> <li>• Humble and kind</li> <li>• Motivated, enthusiastic and flexible</li> <li>• Excellent interpersonal skills</li> <li>• Good sense of humour</li> <li>• Desire to develop yourself</li> <li>• Ability to give, receive and act on feedback</li> <li>• Strong attention to detail</li> <li>• Ability to work under pressure</li> <li>• Commitment to the full life of the academy</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>